

### Grant Instructions: American Rescue Plan (ARP) Act

## *LSTA ARP 2021 Digital Collection Development for Public Libraries*

### General Information

- **Eligibility:** Nevada public libraries meeting LSTA requirements: [https://nsla.nv.gov/ld.php?content\\_id=58271306](https://nsla.nv.gov/ld.php?content_id=58271306)
- **Grant amount:** This is a formula grant opportunity; the State Collection Development Grant formula will be used to determine LSTA ARP Digital Collection Development allotments.
- **Funding Period:** Projects occurring between July 1, 2021-September 30, 2022.
- **Application Deadline:** March 30, 2022.
- **Required Certifications (one set per library per federal year).** If you have been awarded a 2021 LSTA grant, your 2021 signed documents are on file. No need to resubmit. <https://nsla.nv.gov/2021LSTA/RequiredForms>
- Apply online through Community Grants: <https://nslapr.force.com/portal>
- Community Grants Registration Instructions for new users: [https://nsla.nv.gov/ld.php?content\\_id=64774058](https://nsla.nv.gov/ld.php?content_id=64774058)

### Funding

Approximately \$440,000 of LSTA ARP funds are available for ARP Digital Collection Development grants during Federal Fiscal Year (FFY) 2021.

### Funding Priorities

*To expand digital collections.* Initial research and data analysis show that library digital collections usage increased for checkouts, new and unique users, holds, and collection engagement during the first 9 months of the pandemic-related closures and stay-at-home orders, “showcasing that libraries provide valuable services that go well beyond their physical building(s) and material collections.”

Projects will also align with and advance:

- the IMLS Intent of Information Access;
- the Nevada LSTA Goal 4: Build capacity of libraries to meet evolving information access needs, and;
- the LSTA ARP Priority of Support of Library Services in response to pandemic driven needs.

### Funding Categories

Digital Collections, to include ebooks and e-audio books, music, and video.

### Project Period

July 1, 2021-September 30, 2022. Although libraries may not use LSTA ARP Digital Collection Development grants to reduce or replace local funding, NSLAPR recognizes that prior to the grant announcement, libraries may have purchased items in the LSTA ARP Digital Collection Development funding categories. NSLAPR will reimburse appropriate Digital Collection Development expenditures retroactively to July 1, 2021. All expenditures must be completed, and all materials received, by September 30, 2022.

### Funding Period Requirements

To conform with the LSTA ARP funding period requirements:

- Database subscriptions will only be funded through September 30, 2022. Existing databases subscriptions may be eligible, depending on subscription start and end dates, and with the reminder that LSTA ARP may not replace or reduce local funding. Check with the LSTA Coordinator if you have questions about database subscriptions.

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- E-content, from vendors such as Overdrive, will follow IMLS's confirmed federal guidelines:
  - **One Copy, One User (OCOU):** The purchase of “materials” allows ARP funds to be used for digital books under the “One Copy, One User (OCOU)” model (no metered expiration).
  - **Cost per Circulation (CPC) model:** Must expire on or before September 30, 2022.
  - **Simultaneous Use:** OverDrive’s catalog of “Simultaneous Use” titles, as long as the order is placed and availability to patrons ends on or before September 30, 2022.
  - **Metered Access (MA):** digital books may be categorized as a “service” and not as “materials” under ARP. Service purchases may not extend beyond September 30, 2022.

### Match

Match is not required, but please document any in-kind or local cash you’re using for this project. Matching funds may come from the library’s operating budget, Friends, gift funds, or project partners. Other federal funds may not be used towards match.

### Application Evaluation

Digital Collection Development applications will be evaluated by NSLAPR staff to ensure that budget expenses are allowable and align with project priorities. NSLAPR staff will advise all applicants whether they may a) proceed with the proposed project, or b) adjust the project by incorporating funding recommendations.

### Budget Guidelines

**Advanced Payment Option:** NSLAPR will offer advanced payments for this project. An advanced payment schedule will be written into your Grant-in-Aid agreement. After receiving the advanced payment, you must still submit all of your expenditure backup (copies of invoices, receipts, and proof of payment) before your next advanced payment is approved. Failure to submit expenditure documentation will impact any future advanced payments and/or grant awards.

Grant recipients are responsible for the timely payment of their vendors’ invoices. Budget items must be allowable under federal and state law and federal OMB regulations. See Allowable Costs Tips on the **Nevada 2021 LSTA LibGuide**, under *IMLS Guidance*.

**Reimbursement/Advanced Payment Reconciliation Documentation:** Submit Reimbursement/Reconciliation Requests with appropriate documentation of expenditures. Acceptable source documentation includes:

- legible copies of receipts
- legible copies of invoices
- detailed printouts from the grantee’s fiscal software showing payment

The receipts/invoices/printouts must include the vendor name, date, quantity, unit cost, and an accurate description of the goods or services provided. The receipts/invoices/ printouts items must be clearly mapped to the Reimbursement Request form.

**NOTE:** NSLAPR funds this program through the Library Services and Technology Act (LSTA) as administered by the Institute for Museum and Library Services (IMLS). IMLS does not allow use of LSTA funds in support of library management activities involving fundraising, advocacy, general marketing, or library design and construction.

### Reporting Requirements

A final report, consisting of Digital Collections activity summaries and data sets, target audience outcomes, lessons learned, anecdotal information, and a financial section is **required** and must be submitted by November 4, 2022.

### Section 1: Overview

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**Funding Requested:** Amount may be up to the maximum of each library's LSTA ARP Digital Collection Development allotment.

**Application Title:** **100 character limit.** The working title of your project. Should be descriptive & short.

**Description:** Enter a brief (2-3 sentences) summary or description of your project. *Feel free to consult with the LSTA Coordinator first.*

### Section 2: Library Information

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**Question 1: Library Name.** Enter the full legal name of the applicant library, system, school district, or other agency.

**Question 2: Unique Entity Identifier (UEI).** Enter DUNS# if your organization has not yet obtained its UEI. By April of 2022, LSTA subgrantees must use a Unique Entity Identifier (UEI) created in SAM.gov. If you haven't yet received a UEI from SAM.gov, enter your DUNS, *but please note: you will not receive your award until you provide a UEI to the LSTA Coordinator.*

**Question 3: Library Description.** **800 character limit.** Provide a brief description of your library (location, demographics, population served, number of branches, number of staff, etc.).

### Section 3: Contact Information

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*Contact information for the library director and project manager. Note: project emails and reminders will be sent to the project manager.*

**Question 4: Library Director First Name.** The library director or appropriate senior administrative officer who is authorized to sign an agreement accepting the terms of the grant.

**Question 5: Library Director Last Name.** The library director or appropriate senior administrative officer who is authorized to sign an agreement accepting the terms of the grant.

**Question 6: Library Director Email.** The email address for the library director or appropriate senior administrative officer who is authorized to sign an agreement accepting the terms of the grant.

**Question 7: Library Director Phone.** The phone number for the library director or appropriate senior administrative officer who is authorized to sign an agreement accepting the terms of the grant.

**Question 8: Project Manager First Name.** The primary contact for this project. All emails and reminders will be sent to this person using this information.

**Question 9: Project Manager Last Name.** The primary contact for this project. All emails and reminders will be sent to this person using this information.

**Question 10: Project Manager Email – all project emails and reminders will be sent to this person.** The email address for the project director.

**Question 11: Project Manager Phone.** The phone number for the project director.

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### Section 4: Need, Implementation, and Budget Detail

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**Question 12: Digital Collections Need.** 1,500 character limit. Describe the types, genres, and age ranges, etc. for the digital materials you will buy. Include the following information: How you determined the need, and how this ties in with your local Collection Development plans. Approach your summary holistically and reference collection assessments (strengths and gaps), user demand, demographics, and circulation statistics as appropriate.

**Question 13: Budget Detail (\$).** 1,500 character limit. Building on question 12, provide dollar (\$) amounts for each collection type, genre, age range, etc. How much will you be spending on each? Attachments providing more detail can be uploaded in Section 8.

**Question 14: Advanced Payments.** Check one choice:

- ☐ No, I will not need advanced payments.
- ☐ Yes, I would like advanced payments. I will work with NSLAPR on an advanced payment schedule.

**Question 15: Match.** 500 character limit. A cash or in-kind match is not required. However, please document any local cash or in-kind contributions.

**Question 16: Content Activity Data.** LSTA ARP Digital Collection Development will consist of **Content Acquisition/Lending** implementation activities (as defined by IMLS). IMLS requires the following project data for *Content Acquisition and Lending* projects. By checking the boxes, you are confirming that you'll collect the applicable data during the project period. Data, combined with your Final Report and anecdotal information will be submitted as part of the LSTA ARP state program report to IMLS. Check all that apply:

- ☐ # of digital content items obtained
- ☐ # total circulation (if applicable/available)
- ☐ average circulation/month (if applicable/available)
- ☐ # of licensed databases acquired (if applicable)

**Question 17: Promotion.** 1,500 character limit. How will you let your community know about this ARP project and your acquisitions? Examples: press releases, social media, newspaper articles and ads, word of mouth/personal networking, school flyers, service clubs, and community calendars. Note: IMLS must be recognized in all publicity materials. You can tag IMLS on social media as well.

### Section 5: ARP Digital Collections Guidelines

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**LSTA ARP funding ends on September 30, 2022.**

**Please make sure you have read, understand, and will comply with the following guidelines for digital content:**

#### Materials

- E-content, from vendors such as **OverDrive**, will follow IMLS's confirmed federal guidelines:
  - **One Copy, One User (OCOU):** The purchase of "materials" allows ARP funds to be used for digital books under the "One Copy, One User (OCOU)" model (no metered expiration).
  - **Cost per Circulation (CPC) model:** Must expire on or before September 30, 2022.
  - **Simultaneous Use:** OverDrive's catalog of "Simultaneous Use" titles, as long as the order is placed and availability to patrons ends on or before September 30, 2022.

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### Services

- **Database subscriptions** will only be funded through September 30, 2022. Existing databases subscriptions may be eligible, depending on subscription start and end dates, and with the reminder that LSTA ARP may not replace or reduce local funding. *Check with the LSTA Coordinator if you would like to fund a database subscription.*
- **Metered Access (MA):** digital books may be categorized as a “service” and not as “materials” under ARP. Service purchases may not extend beyond September 30, 2022.

### Question 18: ARP Digital Collections Guidelines (you must check BOTH boxes)

- ☐ I have read the LSTA ARP Digital Collections Guidelines
- ☐ I will comply with LSTA ARP Digital Collections Guidelines

## Section 6: Intent, Goals, and Outcomes

**IMLS Intent:** Information Access

**Nevada LSTA Goal 4:** Build capacity of libraries to meet evolving information access needs.

**LSTA ARP Priority:** Support of Library Services in response to pandemic driven needs.

**Statewide Outcomes:** The LSTA ARP Digital Collection Development project will support a statewide increase in access to digital materials for public library patrons who:

- may not have the ability or opportunity to visit the library in person,
- use devices for inclusive accessibility options (dynamic fonts, interfaces, high contrast, and appearance settings)
- prefer to read/listen to/access information on their digital devices.

In addition, this project will supplement public libraries’ own collection development purchases, help reduce hold queues and wait times, and increase the breadth of digital materials collections. All participating libraries will be better situated to meet patron demands for digital content by acquiring ebooks, e-audio, streaming music, and video.

**Question 19: Local Outcomes.** 1,500 character limit. Describe any anticipated local outcomes.

## Section 7: Eligibility and Certifications

To be eligible to apply for LSTA funds, each applicant library and participant library must certify to NSLAPR that it meets LSTA eligibility criteria and submit a complete set of LSTA 2021 Required Documents.

- **If you have been awarded a 2021 LSTA grant,** your 2021 eligibility certifications and required documents are on file. No need to resubmit.
- **If you have NOT been awarded a 2021 LSTA grant,** please:
  - Download, sign and upload this [LSTA Eligibility Certification](#)
  - Download, sign, and upload LSTA 2021 Required Documents, available here: <https://nsla.nv.gov/2021LSTA/RequiredForms>

Note: The person authorized to apply for federal funds on behalf of the applicant jurisdiction should sign and date the LSTA eligibility certification. This may be the library director or another official, as determined locally.

**Question 20: Does NSLAPR have your 2021 LSTA Eligibility and Required Documents on file?** Check one box only:

- ☐ YES. My library has ALREADY submitted 2021 LSTA Eligibility and 2021 Required Documents.
- ☐ YES. The 2021 LSTA Eligibility and Required Documents are attached below, in Question 21.

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☐ NO. I am obtaining the required signatures and will submit 2021 LSTA Eligibility and Required Documents to [nslaprlsta@admin.nv.gov](mailto:nslaprlsta@admin.nv.gov)

**Question 21: LSTA Eligibility & 2021 Required Documents (file upload).** Choose and upload files mentioned in question 20, if applicable.

## Section 8: Attachments

**Question 22: Additional Project Attachments.** Attach/upload any supporting materials, such as collection analysis results or Collection Development plans. Note: *Supporting Materials are not required for this project.*

## Section 9: Review & Status

Please review your Funding Application for "2021 LSTA ARP Digital Collection Development" and be sure you answer all the required questions. Use the next and previous buttons to navigate through the sections.

When your Funding Application is complete, click the "Submit Funding Application" button to submit it for review.

- **Note:** Once the application is submitted, it may no longer be edited.
- You may print your application by clicking the pdf icon: 